

Internship Title: Donor Research and Cultivation Intern

Duration: 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

Description:

Our Donor Research and Cultivation Interns work with a team of individuals to use data sources to research potential donors to library causes and issues. We are looking for someone who is interested in taking an innovative approach to identifying donors across the country. These may be donors to specific actions for library causes such as supporting state wide or local legislation, local campaigns and elections, or project specific to help EveryLibrary meet the needs of national advocacy tools for libraries.

The position of Donor Research and Cultivation intern will support EveryLibrary's long term objectives of identifying new prospective donors, cultivating current donor relationships and supporting stewardship activities.

The ideal candidate possesses strong research, writing, editing and proofreading skills, and the ability to organize information for effective presentations.

Duties:

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Assisting with annual application and year round tracking of workplace giving campaigns
- Tracking and evaluating all development efforts

Qualifications:

- Be responsible, flexible, hard-working, ethical, and committed to the mission of EveryLibrary
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be able to operate standard office equipment (fax, photocopier, etc.)
- Be able to juggle multiple tasks
- Possess an interest in a nonprofit career - particularly development and fundraising
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Studying towards / educated to postgraduate level in a related subject
- Proficient command of English grammar and spelling

Skills:

- Interest and experience in fundraising a plus
 - Strong writing, communication and interpersonal skills
 - Ability to work with various departments to finish necessary projects
 - Understand the importance of maintaining confidentiality
 - Self starter, able to think creatively to solve problems
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